

Circle Time



A Place To Learn & Grow

Parent Handbook Information

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Welcome to Circle Time Childcare & Preschool!

Part 1: General Information

I would like to take this opportunity to express my gratitude for choosing Circle Time Childcare & Preschool for your child's Early Education needs. Circle Time was founded on September 2, 2003; I opened the center with expectations of creating a family like atmosphere or a "home away from home" for your children. Circle Time is not just a school, it is one big family. I take great pride in the fact that my staff and I take a genuine interest in each and every family within the Circle Time community. We attend countless birthday parties, T-ball games, and dance recitals throughout the year. When graduates and their families stop by for a visit, send Christmas cards, or call to give us an update, I know that my staff and I have achieved our goals of having a successful program

This handbook is a guideline of Circle Time's daily activity, rules and policies. Please take the time to read through, and explore our school. We want to do everything possible to make your early education needs exciting and fun for your child.

A. Program Philosophy

Circle Time's program philosophy is "*A Great Place to Learn & Grow*". All children need a safe, nurturing, fun environment to spread their wings by learning through hands on experiences. Our programs offer full and part time Education needs to accommodate each family. Circle Time is both a play and educational based center; the staff and I believe the best way for children in early childhood to learn is through exploring their environment and playing with children in their age group. Our preschool and Pre-Kindergarten classrooms maintain the highest educational goal in Waterford. This is achieved through maintaining a state appointed 1:10 ratio. In the younger classrooms including Infant and toddler we trust the children can learn and grow in smaller group settings; this is why we have a 4:1 student to teacher ratio and never exceed 8 children within a classroom. Circle Time accepts children between the ages of two weeks through 12 years. As each student grows with our program they are invited into more advanced classrooms. After the students graduate from our preschool program, they enjoy our drop in program for school closing days, holiday breaks, and summer camp.

As stated above; we accept children 2 weeks of age. We take great pride in our nursery, making sure the children have a clean and safe place to learn and grow. Our infant teachers understand how hard it can be for new parents to leave their child and return to work, which is why Circle Time creates a family like environment that follows the same schedules and patterns your child would receive at home.

In the toddler rooms we spend our days learning through play and enjoying new activities. Toddlerhood is a time for exploration and creativity; we promote this through hands on activities. Children between the ages of 13- 30 months are learning vocabulary, hand eye coordination, and self-esteem. Circle Time staff members spend their days making sure your child will learn and grow into an accomplished individual.

We have a unique program geared toward children between the ages of 2 ½ and 3 years. We call this our *young preschool enrichment*. This class will give your child an early introduction to a learning based preschool environment. We introduce structure, social skills and potty training to your child. This will make your child more confident to move into our preschool programs.

Between the hours of 9:00am- 12:00pm the children in all aged programs are enjoying a structured educational atmosphere in their classroom setting. Our teachers cover a wide range of educational information including games, dramatic play, small/ large motor, intellectual, emotional and social development.

Year round, weather permitting; we enjoy spending our afternoons outdoors. During the warmer months the children remain outside until 4:30pm. When the weather is cooler we spend time enjoying the falling

leaves, or the snow. When children are not outdoors we spend time singing, dancing and playing games together as a group.

A.) Criteria for Admission:

Children enrolled in Circle Time's programs must attend for at least 2 days per week. Upon enrollment all families must have the appropriate paper work complete with current information regarding child and guardian's information. The forms that must be turned in upon enrollment include: 1. Child Information record/ Notification of Licensing notebook 2. Health appraisal (signed by the physician) 3. Child Placement Contract 4. Childcare contract 5. Child Application 6. Statement of cooperation. 7. Lunch contract. The last page includes credit/debit information. This page must be stored in your child's file; the card will only be charged upon request or if tuition is 10 days overdue.

All children need the essential items for a school day: backpack, change of clothes (including undergarments), blanket or sleeping sack, and a fitted crib sheet. Families may leave these extra belongings at school. Please remember to label all materials with your child's initials. Your child's teacher will send home belongings on the last day of your child's school week to be sanitized.

B.) Criteria for Withdrawal:

All parents are responsible for a two week notice if they decide to remove their child from Circle Time's program or if your scheduled days change. If a parent fails to submit a notice of withdrawal the family will be responsible for the last two weeks of tuition payments. If this payment is not made on your last school day payment will be deducted from your card on file.

D. Schedule of Operation:

Circle Time is a year round childcare & preschool program; with the exception of major holidays. Circle Time operates Monday – Friday from 6:00am- 6:00pm. We do **NOT** close with the Waterford School District. If severe weather conditions or power outages occur within the center we will close (refer to emergency procedures).

Depending on the year we will close the day of, before or after the following holidays: Memorial Day, Independence Day, Labor Day, and Thanksgiving, Christmas, and New Year.

C.) Daily Schedule

Every classroom has a different schedule, attached is a copy of your child's classroom schedule.

D.) Tuition/ Payment Policy

Circle Time accepts full and part time childcare depending on the need for services. Tuition is the same every week regardless of absences; however families using part time services may switch days for convenience. When switching your child's scheduled day the parent must provide the director with a 24 hour notice. If a parent fails to report changes to the center he/she will be billed as an additional school day. Tuition must be paid in advance: weekly, biweekly, monthly, quarterly or yearly depending on the family's needs. (please refer to page 17 of the handbook for payment options.)

Tuition notices are provided to families on Monday of each week, if tuition is more than five days late a \$15.00 late charge will be added to your past due balance. If tuition is more than 10 days late an automated charge will be made to your credit/debit account on file. If tuition is late more than 3 times within one year we will automatically debit your account for payment each week.

Part time children who notify the director of their child's absence from school will earn a make-up day. This make-up day can be used within the school year. **Example: My child attends Circle Time Monday & Wednesday. My child is sick on Wednesday; the following week my child will come Monday, Wednesday & Friday.**

Full time children who notify the director of their child's absence from school for 5 consecutive days, are only responsible for 50% of tuition. Example: **My child's tuition is \$200.00 per week. My child was on vacation Mon-Fri last week my tuition balance is \$100.00**

Circle Time's hours of operation are from 6:00am- 6:00pm. Parents that do not pick up their children by 6:00pm will be charged \$1.00 per minute for every minute they are late. If tardiness occurs more than three times per month enrollment may be terminated due to mistreatment and the inconvenience of our staff.

E.) Child Custody

Circle Time staff members must have legal documentation from a judge stating that a legal guardian cannot take the child from Circle Time. If a mother or father is known by a Circle Time employee and does not have court ordered papers they can take their child from the center.

If an unknown Mother or Father tries to pick up their child and their name is not listed on the child's enrollment information the child will not be released to this person.

Family Members, friends, and neighbors must be included on the child's information card if they can pick up the child from school. If a person attempts to pick up without the appropriate approval the parent will be notified and the individual will be turned away.

Part 2: Licensee

A.) Maria Bowersox, owner and operator of Circle Time received her Childcare center licenses from the State of Michigan Department of Human Services. Each license is located on the wall by the main entrance to the building; along with our license is a copy of Licensing Rules for Childcare Centers. An inspector from the Department of Human Services annually evaluates Circle Time, to make sure the center is in compliance with State laws and safety procedures. Licenses are renewed every two years.

B.) Current Regulations:

Circle Time is in compliance with yearly inspections including: Department of Human Services, Health Department, Fire Department, and Boiler/ Furness inspections.

Part 3: Staff Requirements:

A.) Background Information

Each staff member complies with 3 background checks, including: 1973 PA 116, MCL 722.115c requirements for a Michigan Department of State Police criminal history record check (ICHAT), this is a criminal records check through the Federal Bureau of Investigation, and a Department of Human Services check for a history of substantiated abuse and neglect. Each staff member signs an abuse and neglect form; stating our policies and addressing the law..

B.) Staff Training Requirements:

Aside from the extensive background checks Circle Time employees undergo, we also have several different training programs employees must attend yearly to keep their position here at Circle Time. All caregivers and lead teachers are trained in First Aid, CPR, and Blood Borne Pathogen within the first 6 months of employment. In addition to these, all caregivers complete 21 clock hours of annual training on better caring for the children within the center including: safe sleep, shaken baby syndrome, and education.

Lead caregivers must be at least 19 years of age, earned their high school diploma and earn a minimum of 12.0 credits in Early Education through a university.

Part 4: Volunteer/ Parent Involvement:

A.) Requirements:

Volunteers shall not have unsupervised contact with the children in care. Parents may come in to observe their children or interact with the classroom but they cannot help with toilet training, feeding, and discipline within the classroom.

B.) Involvement:

Circle Time has an open door policy for parents that would like to observe their child's school day. Parents are more than welcome to join the classroom to help with art projects, story time, and Holiday party days. We ask that you please give the teacher advance notice that you will be attending so we can make the transition as smooth as possible for the children. Parents or guardians can help between the hours of 9:00am- 11:30am.

C.) Parent Discipline:

Under NO circumstance can a parent volunteer discipline their own child, or another child within the center. This includes all listed in R 400.5107 (2) located in the discipline section of your hand book. Children within Circle Time's program will be disciplined with positive methods provided by the lead teacher. If a parent disciplines their own or another child that violates R 400.5107 Circle Time employee will ask you to leave and we will contact Child Protective Services.

Part 5: Program Information

A.) Classroom Ratio (Children to Teacher)

Infant Care 4:1

Toddler Care 4:1

Young Preschool 8:1

3 Year Preschool (Potty trained) 10:1

4-5 years Pre- Kindergarten 12:1

Kindergarten- 5th Grade 18:1

B.) Development

Circle Time staff members care for the whole child; making sure all children are participating in developmentally appropriate games that include: physical, social, emotional, and intellectual development. At Circle Time the children are learning cooperatively through stories, music, small and large group activities, early math, and science experiences. Circle Time's programs create opportunities for children to feel successful and good about themselves.

C.) Television

At nap and rest time the preschool children watch 30 minutes of television. All television must be educational and age appropriate for each classroom. Children that do not rest will be offered other quiet activities if they are uninterested in the television. Other activities include: Puzzle, coloring, books, or audio tape.

D.) Outdoor Play:

Circle Time students are provided with specific outdoor time between 9:00am-11:30am and again between 3:00pm-5:00pm, weather permitting. We believe children should experience time outdoors exploring and learning about nature. Every classroom has a separate outside schedule, (please see daily schedule).

In the colder months, the children play outside when the weather is above 30 degrees with zero wind chill so please bring appropriate winter attire. When the weather drops below 30 degrees we do physical activities indoors, keeping the children active and warm.

In the warmer months we provide shaded areas for the children to enjoy. We ask all the parents to please provide sun block and water bottles to avoid sun burns, and heat exhaustion.

E.) Nap & Rest time:

All children enrolled in a full day program (exceeding 4 or more hours) are provided with nap or rest time. We ask that parents please provide their child with a blanket, and a fitted crib sheet for their cot. Children under the age of 18 months may sleep on demand, children 1-5 years have a designated rest time between 1:00pm – 3:00pm. Children that do not nap are provided with quiet individual activities so they do not disturb their friends. Parents can take their child's bedding home weekly, or leave bedding to be washed here at school.

Part 6: Discipline:

A.) Rule R 400.5107 State of Michigan

(2) The following means of punishment shall be prohibited:

- (a) Hitting, spanking, shaking, biting, pinching, or inflicting any other form of corporal punishment.
- (b) Restricting a child's movement by binding or tying him or her.
- (c) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
- (d) Depriving a child of meals, snack, rest, or necessary toilet use.
- (e) Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubical.

B.) Positive Methods

Rule 107. (1) The staff shall use positive methods of discipline that encourages self- control, self-direction, self- esteem, and cooperation

Circle Time uses the time out procedure as a method as a last resort. We speak to the children about their behavior, ask them what they should do differently, and have them sit out. The minutes the child must sit is how old they are (A four year old child is in time out for four minutes). Circle Time staff members cannot use the word "BAD"; there is no such thing as a bad child.

C.) Written Notice:

All discipline measures will be submitted to the parent in writing, be age appropriate and kept on record for parent and teacher cooperation. All incident reports are submitted to the parent at the end of the school day. They include (1) What the child did (2) How we decided to do things differently in the future (3) what the appropriate punishment was (4) requires a parent signature. These copies are kept in the child's records until he or she graduates.

D.) Termination of a student:

Circle Time staffs members will not tolerate words and actions that are: profane, offensive, dishonoring, threatening, harassing or disrespectful to a staff member or a student within Circle Time. If a child or their parent fails to treat an employee or a student with respect in person or using social media enrollment will be terminated.

Part 7: Food Services & Nutrition

A.) Breakfast Information:

Circle Time provides breakfast to students between 7:30am- 9:00am. Breakfast consists of a multigrain cereal such as: Cheerios or Corn Flakes. For children under 30 months cereal is served with Vitamin D milk, children over 30 months are served 2% or skim milk. When cereals are not served, we offer fresh fruit, yogurt, or cereal bars. If your child prefers a sugary cereal in the morning parents must provide their desired meal, we also ask that parents make accommodations to milk if there is a dairy allergy.

B.) Lunch information:

Lunches are served between 11:30am - 12:30pm depending on your child's classroom. All of our meals meet the nutritional requirements for a growing child. All lunches include a fruit or vegetable; if a child does not like the meal being served accommodations will be made. No child shall be deprived of a meal for any reason. Circle Time charges a small daily fee of \$2.50 for school lunch. If your family regularly packs a lunch there is no additional fee. If your child forgets his/her lunch we will add an additional fee of \$2.50 to the following week's tuition.

C.) Allergies

Circle time is a peanut free zone. If you wish to prepare meals for your children please make them peanut free. Sun butter is a great peanut alternative. If your child brings peanut butter to school we will NOT SERVE THE MEAL and we will charge your child's tuition \$2.50 for school lunch.

D.) Meal Schedule:

Breakfast 7:30am- 9:00am, Morning Snack 10:00/10:30am, Lunch 11:30am- 12:30pm (depending on class), Afternoon snack 3:00/3:30pm. Children under 18 months eat on demand

E.) Menu

Our lunch menu changes each month and is served on a seven day rotation. If Circle Time changes meal planning a note will be sent home with the families. Children birth through 2.5 years will be provided with a daily information sheet including foods and amount eaten. Attached to monthly Newsletter is a copy of our schools lunch menu.

F.) Food Sanitation:

Left over foods will be placed in covered Tupperware, dated and stored in the refrigerator or freezer according to Department of Health instructions

1. Food from home must be labeled with child's name (first & last) and dated
2. Eating surfaces will be cleaned by staff members before use with a soap water solution.
3. Staff and children must wash their hands before and after serving and eating food.
4. Lunch menus will be posted for parents to view at all times.
5. Food allergies will be posted in the classroom.
6. All meals meet the Nutritional standards from State of Michigan Health Department.
7. All children at Circle Time receive 2 meals and 2 snacks per full day.

G.) Maintaining Ratio

When preparing meals and snacks for Circle Time students, the classroom will remain in student to teacher ratio while an employee is arranging the meal. At 10:00am a staff member will begin their shift by preparing meals.

H.) Infant bottle feeding:

All children under 12 months of age must have premade labeled bottles. **The label must include: Child's first & last name, the date, the contents of the bottle (specify kind of formula or breast milk), and the amount of liquid in bottle.** When the child is ready for baby food please specify with the same label method.

All bottles are warmed in a provided bottle warmer. Circle Time staff members will NOT warm bottles in the microwave. All bottles are shaken and tested before administered to the child.

All infant children will be fed in the arms of a Circle Time employee on demand until they are old enough to hold the bottle on their own. Bottle will not be propped up for the child. All bottles will be discarded after one hour of warming it. Circle Time employees will not add cereal, juice, or medication to a bottle under any circumstance.

- I.) Breast Milk: Mothers are encouraged to breast feed their child for as long as they see fit, Circle Time does provide a quiet room for the privacy if the parent would like to visit on their lunch break. Please pre-make your child's bottles the same as you would with formula. If you send frozen breast milk to school with your child, please make sure the bags have the following information: **Name (first & Last), Date pumped, and amount of liquid.** We will only store breast milk for the day your child is in attendance.

Part 8: Children's Records:

A.) Paperwork:

Enrollment information must be updated annually; Circle Time employees must be notified if there is a change in address, phone number, employment, or insurance information. Resubmit (a) Completed Child

Information Card, including medical information and insurance carrier. (b) Child Health Appraisal signed by the child's physician. (c) Updated immunization records or Immunization waiver form, stating your child is in good health (d) changes in the parent handbook.

B.) Immunization Records:

- Infants and toddlers must have a physical evaluation performed by a physician yearly
- Young preschoolers through Pre-K must have a physical evaluation performed by a physician every 2 years.

C.) Attendance Records:

It is very important that your child is signed in/out daily. Our attendance records are used for State Aid, Fire Drills and classroom counts. At drop off please write the time and sign your name then repeat at pick up. Parents who collect state aid and repeatedly do not sign their children in/out will be responsible for the full daily rate of child care.

D.) Field Trip Information:

Circle Time does not provide transportation for the students enrolled; however we do take the young children for walks in the stroller, and the preschoolers on nature walks. Parents must have written permission for the child to participate on these walks. They must be obtained before each field trip.

Part 9: Health Care policies and resources

- A. Health care plan:
B. Hand Washing:

All teachers and children will wash their hands when: Entering the building, handling food, using the rest room, coming in contact with bodily fluids, and returning from the outdoor play area. Staff and children will wash their hands under warm running water using non-alcohol liquid hand soap, then they will dry their hands with paper towel.

C. Handling Bodily fluid:

All staff members are trained in Blood Borne Pathogen, to better educate members on handling bodily fluids including: toileting, vomit, blood, Mucus, and drool. All staff members will wear non-latex disposable gloves when assisting a child when bodily fluids are present, each child the caregiver assists will receive treatment with different gloves and hand washes between children. When toilet training or assisting in the rest room; the teacher will wear non-latex gloves. After toilet use the staff member will dispose of them in a lidded garbage can. After assistance both the teacher and the student will wash their hands under running warm water, using non-alcohol liquid hand soap.

D. Cleaning and Sanitizing

Circle Time Childcare & Preschool cleans the building, equipment, and surfaces in a four step cleaning procedure

1. Spray Soap water
2. Spray Water

3. Spray bleach water
4. Let surface air dry

All toys and equipment in the center are cleaned daily, Monday- Thursday each toy is sprayed in the four step procedure to control infection that may be spread by children in the program. On Friday's, the teachers make a bleach water solution (that consists of 1 gallon of water to 1 tsp. of bleach) and let the toys soak for at least 5 minutes in the solution. After each toy has been submerged under water, staff members will place them in a staff area and let them air dry for the weekend.

E. Controlling Infection

Students at Circle Time must not come to school with illnesses. Staff members at Circle Time will call a parent or guardian to pick up their child under the following circumstances.

Any child or employee with a temperature over 101.5 will be asked to leave and remain home until they have spent 24 hours fever free. Circle Time staff members test for fevers under the child's arm with a digital thermometer.

Any child or employee that is vomiting or has loose bowel movements will be sent home immediately and asked to remain home until symptoms have subsided for at least 24 hours.

Any child or staff member with an uncommon rash, discharge from eyes/nose, or unexplained symptom will be sent home immediately and asked to return with a doctor's note.

If there are two or more cases of the same illness, that present serious reactions or symptoms parents within Circle Time will be notified and ask to watch for symptoms. Illnesses including but are not limited to: Strep throat, Chicken pox, Lice, Hand-Foot-Mouth, Fits, Mersa, or H1N1 will be reported to the Department of Health.

Circle Time may close for one day if several cases of any serious illness occur. Circle Time employees will be asked to thoroughly sanitize their classroom, open the windows and disinfect all surfaces. Closing will also give families time make sure their children are not further spreading any illness.

F. Medication Procedures:

Medication will only be applied or given to children with prior written permission from the parent or legal guardian. If your child needs medication please complete the appropriate medication forms, all medication forms must include parent signature, and date. Circle Time staff will not apply or administer any medication that is not provided in the original bottle, with the content label and the medication instructions listed on the bottle. Loose pills, creams in zip lock bags, and liquid form medication not in proper container will NOT BE administered by a staff member.

All prescription medications must have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication. Medication will only be administered following the physicians instructions listed upon the medication.

All prescription and nonprescription medication are stored out of reach of the children. Non-refrigerated medications will be stored within the kitchen area and refrigerated items will be placed in a child safe box on the top shelf of the refrigerator.

Forms must be filled out for any product applied including, but not limited to: Lip balm, sunscreen, lotion, and insect repellent.

Part 10: Emergency Procedures:

- I. All staff members are trained in First Aid, CPR, and Blood Borne Pathogen
- II. All incidents/ accidents are recorded on a provided double form. One copy is kept on file within the center and the other is sent home with the child and their guardian. All reports are written in great detail including the time of the accident and the teacher in charge of the situation
- III. Parents are contacted

A.) Fire Drill:

Fire drills are performed on the first Monday of each month, Teachers and children complete a proper fire drill to establish an appropriate plan of action for the school. Each classroom is equipped with an exit within the classroom; teachers are to line the children up or place them in a crib and quickly exit the building. Teacher maintain equipment every month making sure the evacuation cribs wheels are not locked, securely fasten, and properly oiled. (Please view evacuation procedure in your child's classroom)

B.) Tornado:

Tornado drills take place on the first Monday of each month between the months of April- October. Teachers and children work together to complete a proper tornado drill to establish an appropriate plan of action. Children from 2 weeks- 13months take shelter in the pink bathroom, children 14months- 35months take shelter in the basement of main building. In the preschool classroom ages 3-10 years of age take cover in the centers lower level. Please view the evacuation procedure in your child's classroom.

C.) Serious accident, illness, injury:

1. Staff member stays with injured child
2. Second staff member calls 911
3. Parent is notified as soon as possible

If parent cannot be notified:

If a Circle Time staff member is unable to contact the parent in the event of an emergency, the program director or lead teacher is to take role as the child's guardian until the parents are found. If the accident calls for medical attention the program director or the lead teacher will be transported with the child the ambulance. Once the family is contacted they will be asked to meet the child at the hospital and the teacher will no longer be involved.

Thank you for choosing Circle Time Childcare & Preschool. We are very excited to have you as a part of our school family. We look forward to spending the few short years of Early Childhood educating, loving and getting to know your child's unique personality. We encourage all family members to get involved with the center so we can learn and grow together.

Thank You,

Maria C. Bowersox

Child Placement Information

Note: This contract is required of all licensed childcare centers by R400.5105b of the Michigan Administrative Code. The Michigan Department of Human Services is required to inspect the childcare center to enforce the contract based on the terms provided in this contract.

Circle Time Childcare & Preschool agrees to provide services for (Names and Birthday of children attending)

Name of Child _____ DOB: _____

Name of Child _____ DOB: _____

Name of Child _____ DOB: _____

Name of Child _____ DOB: _____

R400.5105b: Child Placement Contract, conditions, and enforcements.

Rule 105b (1) the center and the parent of a child to be cared for by the center shall sign a placement contract that includes, at minimum, all of the following provisions:

- (a) Program activities requirements in R400.5106 (See the rule below)
- (b) Diapering, toilet training plan, and hand washing requirements in R400.5209
- (c) Formula, Milk, and food requirements in R400.5205

R400.5106 Program

Rule 5106: (1) A center shall implement a developmentally appropriate curriculum which includes all the following areas:

- (a) Physical development, including large and small muscle activities.
- (b) Social development, including communication skills.
- (c) Emotional development, including positive self-concept.
- (d) Intellectual development, including problem solving and exploration.

(2) The center shall provide the following daily activities:

- (a) Quiet and active play
- (b) Individual, small, and large group activities
- (c) Large and small muscle movement
- (d) Child and staff initiated activities
- (e) No less than 30 minutes of literacy activities

- (3) A center shall prepare for the week and daily guide relating to the curriculum and each age group. The center shall post the guide in a conspicuous place or otherwise make it available to parents.
- (4) A center shall permit parents to visit the program for the purpose of observing their child at all times.
- (5) A center operating with children in attendance for more than 5 continuous hours a day shall provide a daily outdoor play, unless there are severe weather conditions.
- (6) A center shall provide each child under the age of 6 years in attendance for five or more hours an opportunity to nap or rest.
- (7) A center shall permit any child less than 13 months the opportunity to eat or sleep on demand.

R400.5209 Diapering, toilet training plan

- (1) Diapers must be disposable.
- (2) Diapering shall be done in designated areas; including changing table's located near a sink or the bathroom.
- (3) A center shall maintain diaper changing area, and supplies and equipment shall be maintained in a safe and sanitary manor.
- (4) The caregiver will thoroughly wash his or her hands after each diaper change; teachers must use liquid soap and warm running water.
- (5) All toweling and drying will be done with disposable paper products.
- (6) Caregivers change diapers every two hours, or when diapers are soiled or wet.

Upon signing this agreement, the parent, legal guardian, or responsible adult agrees to abide by the provisions contained within the handbook and this contract.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

Circle Time Lunch Contract

Circle Time does not provide Free lunch, we ask that parents provide a lunch or pay a small fee of \$2.50 per day for their child’s food.

I, _____ the parent of _____ know and understand that if my child eats lunch at school I will be charged \$2.50 per day for the cost of food service.

If a parent chooses to use our food service; the cost must be automatically debited from the families account.

These transactions will withdrawal on Friday each week.

Card Holder _____

Card Number: _____

Expiration Date: _____ 3 digit pin: _____

Card holder Signature: _____

My child attends Circle Time _____ Days per week. I will pay _____ for my child to have school lunch.

My family will provide the following: *(please check your families’ choice)*

_____ I will pack a lunch for my child daily

_____ I will pay for my child’s lunch

Lunch Price: *(please initial families choice)*

___ 2 days per week \$5.00

___ 3 days per week \$7.50

___ 4 days per week \$10.00

___ 5 days per week \$12.50

Parent Signature: _____ Date: _____

Circle Time: *Circle Time Childcare & Preschool / Maria Bowersox*

Child care Contract

Part 12: Please read carefully before signing and returning to Circle Time:

I have selected Circle Time Childcare & Preschool for my child’s educational and childcare purposes. My child will begin attending Circle Time on: (Date) _____. I know and understand that I must pay a tuition rate of (Sum) _____. This fee can be paid weekly, biweekly, monthly, quarterly or yearly depending on the arrangements made with the business owner. I know that on the first day of Circle Time I am responsible for (Sum) _____ this price includes enrollment fee and the first week of tuition.

My child’s assigned days are assigned (Mon- Fri) _____. I know that if I do not bring my child on his/her assigned day tuition remains the same but I do have the option to add or subtract days to the following week. Circle Time’s hours of operation are Monday through Friday from 6:00AM- 6:00PM; I know that I must call Circle Time staff if my child will not be attending, or will be attending after 10:30am. If Circle Time staff members are not notified by 10:30am my child cannot participate in the school day. I also understand that my child must be picked up no later than 6:00pm. If my child is not picked up from school before 6:00pm there is a \$1.00 per minute late charge that must be paid to the Circle Time employee, this fee is not added in your weekly tuition rate.

Tuition Price Information

Children Under 2.5 years of age will be charged \$48.00 per day or \$210.00 per week for full time care.

Children over 2.5 years of age will be charged \$45.00 per day or \$175.00 per week for full time care.

Sibling discount 5% off total price of weekly care.

My Families Tuition price is \$_____

Finally, I understand that if I wish to terminate the childcare agreement I must give a two weeks’ notice, in writing or I will be responsible for the last two weeks of childcare tuition in the amount of \$_____. I do know that Circle Time Childcare & Preschool uses a debt collector Tek- Collect, and if I fall delinquent of 10 days from the date tuition is missed Circle Time will take action.

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

STUDENT APPLICATION FORM

Please sign and return to Circle Time

INFORMATION concerning THE STUDENT:

Name _____ Sex ____ Age ____
Last First Middle

Address: _____ MI _____
Street City Zip Code

Home Phone Number () _____ Social Security # _____

Date of Birth _____ Place of Birth _____
City State

MOTHER OR LEGAL GARDIAN INFORMATION

Name: _____ License # _____

Employer _____ Occupation _____

Work Phone () _____ Cell Phone () _____

Email address _____

FATHER OR LEGAL GARDIAN INFORMATION

Name: _____ License # _____

Employer _____ Occupation _____

Work Phone () _____ Cell Phone () _____

Email address _____

Emergency medical information

I the parent of this Circle Time student understand that if my child needs to be given medication, only a Circle Time staff member can administer it. All medication must be provided in the original container and labeled with the child's name, dosage instructions, and physician information. A MEDICATION FORM must be completed by the parent for a staff member to administer any medication INCLUDING Motrin, Tylenol, Cough Drops, or Vitamins. Circle Time will not except an ill child with medication if her or she has a temperature over 101.5, is vomiting or

has loose bowel movements, or has not been on the medication for at least 24 hours. Please remember children must be symptom free for 24 hours before returning to school.

Is your child on any regular medications? _____ If yes, what medication is your child on?

And what is the purpose for the medication?

Does your child have serious medical conditions or Medical History?

Medication Allergies:

Food-Allergies:

Hospital Preference: _____

Physician's Name: _____

Physician's Address _____

Phone Number () _____ **Fax Number ()** _____

Insurance Company _____

Policy Number _____

MEDICAL RELEASE FORM

I, _____ THE PARENT OF _____
Authorize representatives of Circle Time to administer basic emergency medical treatment and/
or to activate 911 EMS systems for transport by ambulance to the appropriate hospital
emergency center.

Parent Signature _____ Date _____

Please read carefully before signing

- I. I hereby agree to accept all regulations outlined in Circle Time's Parent Handbook.
- II. I understand that Circle Time will use only positive forms of discipline which encourage self-control, self-direction, self-esteem, and cooperation in accordance to the Licensing Rules for Childcare Schools R400.5107
- III. I understand that as the parent of the Circle Time student I am responsible to bring at least one complete change of clothing for my child to be kept in the classroom. I am also responsible for bringing my child to school with a back pack, and a snack once per month. I know to label all of my child's belongings, and dress my child accordingly to the weather.
- IV. As the parent I will submit a Health Appraisal as required by the State of Michigan and Circle Time. I will complete the personal portion of the health report and have the remaining portions signed by my child's physician. This Health Appraisal will be turned in no later than 30 days after enrollment or Childcare will be terminated.
- V. I understand that the standards of Circle Time will not tolerate words or actions that are profane, offensive, dishonoring, or disrespectful to a staff member or student within Circle Time. If a child or Parent fails to treat a Circle Time staff member or a Circle Time student with respect enrollment will be terminated.
- VI. As the parent I will discuss any concerns with my child's teacher and the owner of Circle Time. I will accept as final authority the decision of the owner, and if I am unable to accept the decision I will withdraw my family from Circle Time's establishment.
- VII. Nap and rest time will be provided for all children within Circle Time's childcare center. Each child will be assigned a cot provided by the preschool and my child will be expected to rest quietly on their mats so the other children who need the opportunity to sleep can do so. As the parent of this student I will bring in a sheet and a blanket for my child to use at nap and rest time. Circle Time will wash bedding one time per week on the classrooms assigned laundry day.
- VIII. I understand that my child is in a close contact environment, and will be exposed to some contagious illnesses. Knowingly, I will not bring my child to school if he/she is likely to expose a contagious illness to others. I will not bring my child to school with any fever reducer, or antibiotics that have not been ingested or applied for at least 24 hours. If my child develops any of the following symptoms while they are at school, they will be isolated from the other children until a parent or emergency contact can pick up the child. My child **CAN NOT ATTEND SCHOOL & WILL BE SENT HOME IF HE/SHE: Has a temperature over 101.5, Has Diarrhea or Vomiting, an undiagnosed rash, or discharging from eyes/ ears or nose.** Child must be free of all symptoms for 24 HOURS before returning to school.
- IX. As the parent I agree to keep all information on my child's Information Card accurate and up to date. Any changes to the Information card will be given to the administrator in writing. Changes may include: **Cell phone numbers, addresses, insurance information, emergency contact information, and employment information.**
- X. **I agree to give Circle Time at least a two week notice before removing my child from the program that he or she is enrolled in. If I do not give Circle Time administration two weeks' notice I will be responsible for the two weeks of tuition for my child.**
- XI. Circle Time does not discriminate on the bias of race in the administration of its Educational policies. Administration policies and or Employment policies.

Please sign and return to Circle Time

